



JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
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- ☐ Interested individuals who meet the stated requirements

Issue Date: October 13, 2015

Posting No.: 302-15

TITLE: Senior Stock Clerk **SALARY:** \$34,628.13 - \$48,398.13

LOCATION: Office of Financial Management, Central Office, Trenton NJ

JOB DESCRIPTION:

Under supervision of a Supervising Stock Clerk or other supervisor in a state department, institution, or agency, either assumes the responsibility for a designated section of a large supply unit or takes the lead over a small number of stock clerks engaged in receiving, unloading, unpacking, sorting, issuing, shipping, delivering, and recording equipment, materials, and supplies of varied types; does other related duties.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in work involving receiving, storing, and recording parts, materials, and supplies of varied types in an organized storeroom.

PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN October 27, 2015.

Forward Response To: Donna Eberle, Manager, Human Resources
Regional Personnel Services, Region 6
Office of Human Resources
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov

The New Jersey Department of Corrections is an Equal Opportunity Employer